



DIAMOND REALTY MANAGEMENT

790 Watervliet Shaker Road, Latham, NY 12110-2207 ♦ (518) 783-5000 ♦ Fax: (518) 785-1476
Request services and information online: www.drm.net ♦ E-mail: payments@drm.net

AUTOMATIC PAYMENT AUTHORIZATION FORM

Diamond Realty Management is pleased to offer an alternative way to pay your association obligations. ACH (automatic clearing house) is a convenient option that eliminates the recurring task of remitting association payments. Save time, postage and never worry about late charges!

ACH is an electronic banking service universally developed and widely accepted. ACH enables the timely secure electronic transfer of monies to pay for services. In fact, many homeowners today have elected this banking service to pay for their recurring expenses such as utilities, insurance premiums, mortgages and automobile loans.

The service is optional and can be elected by completing this ACH AUTHORIZATION FORM. The form must be accompanied by a voided check (not a deposit slip) to assure proper routing of the electronic banking transaction. The debited transaction will then appear on your bank statement. Allow approximately four weeks for processing.

I/we the homeowner(s) hereby authorize the association to initiate a debit transaction on the first (1st) day (no exceptions) of the month that the payment is due in the amount equal to the Association's Current Assessment and including any Special Assessment that may be imposed. The transaction may be automatically debited from my checking account.

New Application

Update Only – New Bank Information

My Association Name _____

Property Address _____

City _____, New York Zip _____ Telephone _____

Bank Name _____

Branch Address _____

City _____ State _____ Zip _____

► The authorization is to remain in full force and effect until terminated, in writing, by either the homeowner(s) or the association.

Homeowner Name _____ Date _____

Signature: _____

**To initiate automatic payments, simply complete this form and submit it along with your voided bank check to:
ACH Processing, Diamond Realty Management, 790 Watervliet Shaker Road, Latham, NY 12110-2207**

For Office Use Only

Comm ID _____ Acct# _____ Amount _____

Frequency _____ Apply Dates _____

Complete form w/history _____

Tops Flag _____

Gold Leaf _____

Update/Start/Canx Date _____

AR Note _____

Print & Scan Letter/Docs _____

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AUTOMATIC PAYMENT CANCELLATION FORM

I/we the homeowner(s) hereby authorize the cancellation of the ACH payments that are currently being debited from my account.

My Association Name _____

Property Address _____

City _____, New York Zip _____ Telephone _____

Homeowner Name _____ Date _____

Signature: _____

Please note that the cut off date to cancel the Electronic payment of Association Fees is the 20th of the previous month with no exceptions.

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